Michigan Electronic Grant System (MEGS)
MEGS Security Authorization

District/Recipient Name: _____

District/Recipient Code: _____

Step 1. Designate the individual who will serve as the Authorized Official for your organization. This role includes the full use of MEGS, including the authority to assign secondary access to the MEGS system within your organization. **Each organization may designate a maximum of two Authorized Officials. A separate form must be submitted for each Authorized Official.**

Name _____   Title _____

Email Address _____   Phone Number w/area code _____

If this name is a replacement for an existing Authorized Official, please complete the following:

Replacement for _____

Previous Authorized Official should be classified as:

No longer with organization ☐   A member of our organization, no longer an authorized official ☐

Step 2. To verify or create a MEIS Account, go to the following URL: http://meis.mde.state.mi.us/userman.

   2a. To verify an existing MEIS account, log into MEIS and ensure the account is still valid.

   2b. To create a new NEUS account, click on the Create New Account link and follow instructions.

Step 3. Enter MEIS Account of the Authorized Official:

   MEIS Account: *A* _____

Step 4. Authorized Official Acknowledgement:

I agree to protect my user identification and password from unauthorized use. I understand all activity under my user ID is my responsibility.

_____   _____
Signature of Designated Authorized Official   Date

Step 5. Superintendent or Chief Operating Officer:

I attest that the above named individual is authorized to initiate and electronically submit applications to the Michigan Department of Education and to designate other individuals within the organization to read, create and edit grant applications.

_____
Name of Organization

_____
Signature of the Superintendent or Chief Operating Officer

Step 6. Forward to MDE Attn: Mary Ann Chartrand, Fax Number (517) 241-0496 or mail to Michigan Department of Education, Grants Coordination & School Support, P.O. Box 30008, Lansing, Michigan 48909

Your account will be activated one to two business days after receipt. No notification will be sent.